



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

FLEET PARTS SPECIALIST I
FLEET PARTS SPECIALIST II
FLEET PARTS SPECIALIST III

Class No. 002648
Class No. 002647
Class No. 002646

■ CLASSIFICATION PURPOSE

To research, order, receive, issue, inventory and deliver materials, supplies, and equipment used to maintain the county fleet and its support operations; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Fleet Parts Specialist is a specialized storekeeping class series allocated only to the Department of General Services, Fleet Management Division. Fleet Parts Specialists are assigned to a central fleet warehouse or a satellite storeroom supplying automotive, truck, heavy equipment and industrial parts, supplies and equipment used in fleet vehicle maintenance.

Fleet Parts Specialist I:

This is first working-level class in the Fleet Parts Specialist series. Incumbents independently research, order, receive, store, issue, and inventory automotive parts and supplies to repair staff or outlying facilities.

Fleet Parts Specialist II:

This is the journey-level class in the series. Incumbents report to the Fleet Parts Specialist III and/or the Team Leader, or Fleet Regional Manager and are responsible for automotive storeroom operations. Positions in this class will be assigned to a specialized store unit, a satellite storeroom operation, and/or in the main facility, and will be involved in duties that are more complex.

Fleet Parts Specialist III:

This is the highest class in the Fleet Parts Specialist class series. Incumbents report to the Team Leader or the Fleet Regional Manager and are responsible for directing the operation of the Fleet Services stores section, which includes several satellite storerooms. This class differs from Fleet Parts Specialist II in that it provides first-line supervision over subordinate Fleet Parts Specialists, stock clerks and other classes' assigned work in the Fleet Stores Section.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Fleet Parts Specialist I:

Essential Functions:

1. Researches, orders and receives automotive, truck, construction, and industrial parts, supplies and equipment, answers telephone inquiries on item status, price and description.
2. Checks receipts against purchase orders, to ensure accuracy and completeness of items received.
3. Collects item specifications and prepares requisition forms; researches requested items from vendors technical catalogues and selects appropriate quality and quantity of items according to specifications.
4. Operates forklift, other material-handling equipment, and delivery trucks.
5. Issues and stages items for delivery by preparing supplies for mailing or shipment; delivers items to designated delivery points.
6. Electronically issues parts, disposes or arranges for the disposal or transfer of non-essential or unusable items.

7. Monitors stocking levels and updates inventory records or status of items; maintains inventory of items by performing periodic physical inventory; maintains manual and automated records, files and automated reports of stock received and issued.
8. Cleans and performs minor repairs to equipment or orders repair services for damaged items.
9. Assembles and disassembles shelves, racks and other storage areas; maintains the cleanliness and order of the storeroom.
10. Purchases, monitors, and reconciles procurement card purchases and maintains automated inventory databases.
11. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Non-Essential Functions:

1. May plan, direct, coordinate, assign and train Stock Clerks or other storeroom support staff.

Fleet Parts Specialist II:

Essential Functions:

All the duties listed above and

1. Performs physical inventory and inputs information to stores automated and manual logs, records, and reports.
2. Determines the re-usability of items and recommends disposal action.
3. Prepares requisitions, and contacts vendors to follow-up on purchase orders and to solve discrepancies.
4. Prepares monthly statistical reports.
5. Designs and establishes storage layout plans.
6. Answers inquiries regarding item specifications or issue/delivery status.
7. Plans and assigns work, trains and assists in evaluating the work of subordinate warehousing/storeroom staff.
8. Maintains manual and powered material-handling equipment; reviews, establishes, and computes stock levels.
9. Use, monitor, & record transactions for County procurement card.

Fleet Parts Specialist III:

Essential Functions:

All the duties listed above and

1. Plans, directs, coordinates, assigns, trains and evaluates the work of subordinate storekeeping, clerical and delivery staff assigned to fleet storekeeping operations.
2. Reviews, establishes, and computes stock levels.
3. Prepares monthly statistical reports; designs and establishes storage layout plans and updates stores catalogues.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Automotive, truck, construction, and industrial parts availability and research methods.
- Storekeeping methods and procedures including receiving, ordering, storing, inventorying, and disposing of materials, supplies, and equipment.
- Automated and manual inventory control and record keeping practices and methods.
- Proper lifting and storekeeping safety practices.
- Warehousing methods and procedures applicable to a wide variety of materials and supplies.
- Electronic or automated material control procedures, practices, and methods.
- Forklift and other materials-handling equipment operation and maintenance.

- County customer service objectives and strategies.

Fleet Parts Specialist II (in addition to the above):

- Supervision and training principles and techniques.
- Facilities Management Information Systems (FMIS).

Fleet Parts Specialist III (in addition to the above):

- The General Management System in principle and practice.

Skills and Abilities to:

The following apply to all classes:

- Research, order, receive, store, issue, and deliver automotive, truck, construction, and industrial parts, supplies and equipment.
- Operate a forklift and materials-handling equipment to store, pull, move and stage a variety of material supplies and equipment.
- Prepare, review and process requisitions, purchase orders and other required forms.
- Maintain inventory control of storeroom/warehouse items.
- Maintain accurate automated and manual records and files.
- Establish and maintain maximum-minimum stock criteria.
- Maintain an efficient storage layout in stores areas.
- Correctly identify items according to description, price, quantity, and use.
- Operate standard office equipment including (i.e. computer terminal, typewriter, calculator and photocopier).
- Lift heavy objects and perform manual physical work for prolonged time periods.
- Perform basic arithmetic calculations.
- Assign and train subordinate staff.
- Repair damaged items and assemble/disassemble storage shelves.
- Read, understand, and follow oral and written English instructions and storekeeping procedures.
- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Fleet Parts Specialist II (in addition to the above):

- Use both manual and automated methods to research and select requested items from vendor technical catalogues and inventory records.
- Analyze inventory reports and information.

Fleet Parts Specialist III (in addition to the above):

- Direct and maintain the operation of a fleet warehouse and satellite storerooms.
- Determine and maintain adequate stock levels.
- Order and maintain current technical catalogues.
- Design, organize and maintain an efficient storage layout.
- Plan, direct, coordinate, and train the work of subordinate staff performing storekeeping duties.
- Prepare periodic and special reports.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Fleet Parts Specialist I:

Two (2) years of automotive storekeeping/warehousing experience consisting of researching, ordering, receiving, storing and issuing a wide variety of automotive, truck, construction, and industrial parts, supplies and equipment.

Fleet Parts Specialist II:

1. Three (3) years of automotive storekeeping/warehousing experience consisting of researching, ordering, receiving, storing and issuing a wide variety of automotive, truck, construction, and industrial parts, supplies and equipment; OR,

2. One (1) year of experience as Fleet Parts Specialist I in the County of San Diego.

Fleet Parts Specialist III:

1. Four (4) years of automotive storekeeping/warehousing experience consisting of researching, ordering, receiving, storing and issuing a wide variety of automotive, truck, construction, and industrial parts, supplies and equipment; AND, two (2) years of lead worker/supervisory experience; OR,
2. Two (2) years of experience as Fleet Parts Specialist II in the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Incumbents use physical strength and agility on a continual basis. Incumbents climb ladders and stairs and lift heavy objects frequently weighing 50 pounds and occasionally up to 70 pounds. Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California Class C driver's license is required at the time of appointment and must be maintained throughout employment in this class.

Positions in this class series require the possession of a valid Certified Forklift Operator's License within thirty (30) days after appointment.

Certification/Registration

None Required.

Working Conditions

May be subject to exposure to exhaust fumes, traffic, noise, and dust; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: April 29, 1994
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Union Code: AE Variable Entry: Y
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